

Montana End-of-Life Registry

Education and Implementation Guidelines for Health Care Facilities

The following outline provides the primary contact person responsible for end-of-life education with the basic steps necessary to inform health care facility administrators and staff about the online Montana End-of-Life Registry.

1. Provide basic information about Montana's online [End-of-Life Registry Service](#) to facility administrators.
2. Present End-of-Life Registry information to ethics committee or to appropriate board for approval of facility-wide education. Get approval to:
 - add information about the End-of-Life Registry to the advance directives section of the facility's patient handbook or information sheet, and
 - add the [Consumer Registration Agreement form](#) and [MontGuide #200602](#) to the facility's existing advance directives packet.
3. Apply for one or more provider Registry access codes. Options include:
 - using one access code for all physicians and care areas
 - applying for access codes for individual physicians or specific care areas
4. Present information about the End-of-Life Registry and how to access it to:
 - medical records/admissions and information technology staff – request that the medical records of patients who have directives in the Registry are somehow flagged so staff can tell at a glance without having to shuffle through the entire record. This will vary, depending on whether records are hard copy or electronic. Possibly incorporate information into the face sheet of medical record.
 - physicians and ER staff
 - nursing, care management, case management and social services staff

5. Publish information about the End-of-Life Registry and the provider access code(s) in:
 - the facility's newsletter
 - the physicians' newsletter
6. Work with the Public Relations and Marketing departments to have the [Consumer Registration Agreement form](#) and [MontGuide #200602](#) printed as part of the facility's advance directives packets.
7. Add information about the Registry to new employee orientation materials and training.
8. Update the ethics or appropriate committee or board on which tasks have been accomplished, any modifications to the implementation process, what is left to do, and the plan to monitor use of the information available through the End-of-Life Registry.

Contact information:

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